

APPLICATION PROCESS CHECKLIST

Account: _____ **Expiration Month:** _____ **Date:** ____/____/____

1. _____ Completed IRP application
2. _____ Proof of DC Residency or Established Place of Business

*New account only - must meet 3 of 9 requirements

- The Registrant's Current DC Drivers License, DC CDL, Certificate of Occupancy (COO) or DC ID card
- The Registrant's DC title
- Any DC utility bill in the Registrant's name
- DC Corporation documents
- Foreign Corporation documents in DC
- Federal Income Tax documentation
- Paid Personal DC Income Tax document
- Paid DC Real Estate or Personal Property taxes
- Current Rental / Lease Property Agreement in the Registrant's name

3. _____ Original DC Title or Receipt for DC Title**

4. _____ Proof of Paid Heavy Vehicle Use Tax (current 2290 Schedule 1)

- If registration is within 60 days of vehicle use on public highways, proof of payment of Form 2290 is not required, however:
 - A copy of the Bill of Sale is required to support the first day of use.*

5. _____ DC inspection report

6. _____ DC inspection Fee compliance

7. _____ Proof of current Insurance (name, policy and effective dates)

8. _____ Power of Attorney from vehicle owner to IRP registrant

9. _____ Signed Lease agreement if IRP registrant is leased to a carrier (with USDOT and TIN of that company)

COMMENTS: _____

DC-IRP Representative

*File Form 2290 (HVUT) by the last day of the month following the month in which you first used the vehicle on a public highway. See [When to File Form 2290](https://www.irs.gov/forms-pubs/about-form-2290) for more details on <https://www.irs.gov/forms-pubs/about-form-2290>.

**To avoid Certificate of Title Application process delays, contact DC Department of Consumer and Regulatory Affairs (DCRA) at 202.442.4311.

To avoid process delays, call and schedule an appointment with the IRP Office at (202) 729-7078, located at DC DMV at the Southwest Service Center, 95 M Street, SW, Washington, DC 20024.